**EMPLOYEE DISCIPLINE NOTICE**

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| **Employee:** | **Date Notice Given:** |
| **Department:** |
| **Supervisor/Manager:** |

**Violation (circle one)**

Attendance Language Disobedience Safety Arguing Tardiness

Work Quality Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Violation Details**

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| **Date of Violation:** | **Time of Violation:** |
| **Location of Violation:** |  |

**Employer’s Statement of Events**

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**Employee’s Statement of Events**

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**Judicial Action Recommended or Taken**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Decision Approved by:** | **Date:** |
| **Title:** |

**Previous Warning Information**

**1st Warning**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type (circle one):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verbal Written

**2nd Warning**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type (circle one):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verbal Written

**3rd Warning**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type (circle one):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verbal Written

**4th Warning**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type (circle one):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verbal Written

**Statement of Receipt**

**Employer**

“I have explained all information regarding the employment violation and have provided the employee with a copy of the disciplinary action form.”

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| **Employer’s Signature:** |  | **Date:** |
| **Print Name:** |
| **Title:** |

**Employee**

“I have read this disciplinary action notice and understand its contents. I also understand that this disciplinary action notice will be kept in my employee file indefinitely. I have received a copy of this disciplinary action notice.”

|  |  |  |
| --- | --- | --- |
| **Employee’s Signature:** |  | **Date:** |
| **Print Name:** |
| **Title:** |